

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
November 12, 2012**

A regular meeting of the Williamsport Mayor and Council was held on November 12, 2012, at the Williamsport Town Hall in Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor James G. McCleaf II
Asst. Mayor Tony Drury
Councilwoman Joan Knode
Councilman Jim Kalbfleisch
Councilman Bill Green
Councilwoman Maya Haines
Town Attorney Ed Kuczynski

Town Clerk Donnie Stotelmyer

Mayor James G. McCleaf II called the meeting to order. Mayor McCleaf asked all in attendance to stand for a moment of silence followed by the pledge of allegiance.

A motion was made by Councilman Jim Kalbfleisch to accept the minutes of the regular meeting minutes held on October 8, 2012, Public Hearing minutes held on October 8, 2012, the workshop minutes held on November 5, 2012, the Public Hearing minutes held on November 5, 2012 and the Executive minutes held on November 5, 2012 seconded by Asst. Mayor Tony Drury with all voting in favor motion carried.

Financial Report

No Financial report due to the Town being closed in observance of Veterans Day holiday.

Guests

No guests

Correspondence

Mayor James McCleaf read a thank you thanking the Mayor and Council for helping to make the Harvest Hoedown on October 6, 2012 a huge success. As a result of your efforts, they raised over \$11,000 and 2265.5 pounds of food for the Williamsport Food Bank.

Mayor James McCleaf read a thank you letter from the Potomac Garden Club of Williamsport Maryland thanking the Mayor and Council sponsorship of the 2012-2013 club year.

Mayor James McCleaf read a thank you letter from Maryland Municipal League thanking the Town of Williamsport for exhibiting at the fall conference in Hagerstown Maryland.

Mayor James McCleaf read a letter from Washington County Municipal League. The next scheduled meeting is Monday, November 26, 2012 at the Clear Spring American Legion located at 12335 Big Spring Road. The social hour will begin at 6:00 pm followed by the evening meal at 6:45 pm,. The menu for the evening will consist of steamed shrimp, prime rib, scalloped potatoes, green beans, garden salad, rolls, butter, dessert, iced tea and coffee. The cost for the meal will be \$24.00 per person.

Reports:

Board of Elections Supervisor

No report

Board of Zoning and Appeals

No report

History and Museum Board

Councilwoman Joan Knode of the History and Museum Board reported that preparations are being made for the upcoming Charlie Brown Christmas scheduled for December 1, 2, 8, 9, 2012 and day opening December 4, 2012 from 12- 5 pm at the Springfield Farm Barn.

Planning Commission

Permits Reviewed and Disposition Made:

2012-17	38 E. Potomac Street	Commercial Structure	Approved	\$300.00
2012-35	101 S. Artizan Street	Fence	Approved	\$ 50.00
2012-40	20 E. Potomac Street	Roof over existing deck	Approved	\$ 50.00

Permits Under Reviewed:

2012-14	31 W. Salisbury St.	Replace Porch	Pending
2012-23	22 N. Conococheague St	Commercial Retail	Recommended for Appeal
2012-28	21 N. Conococheague St.	Commercial Retail	Must be reviewed by A/B
2012-32	2 N. Conococheague St.	Rev of Park and Ride I81	Pending Review
2012-36	15801 Lockwood Road	Commercial Zoning	(Text Amend Required) Referred to M & C
2012-41	19 W. Sunset Av/	Pole Barn 50' x 80'	Pending deed clarification

Old Business:

Jan., 2011	Buffer Ordinance	No hard copy on file	Request Target Date
June, 2011	Demolition Ordinance	No hard copy on file	Request Target Date
June, 2012	Abandonment Structure Ordinance	1 st Draft available for review	Oct./ Nov.

New Business:

1. Sept, 2012 WC Dept of Planning and Zoning Sustainable Growth and Preservation Continuing
2. Demolition Ordinance never approved by Major and Council, request approval per recommendation stated in letter June 27, 2011.

Legal Council

Town Attorney Ed Kucynzski informed the Council the State of Maryland has requested all local jurisdictions, including municipal corporations, to develop a watershed implementation plan that addresses the reduction of nitrogen and phosphorus discharge into tributaries of the Chesapeake Bay. In an effort to address this request, the Town of Williamsport through its Mayor and Council has determined that it is in the best interest of the citizenry of the town to introduce and pass a resolution. Councilman Jim Kalbfleisch made a motion to adopt the watershed implementation resolution as presented, seconded by Asst. Mayor Tony Drury with all voting in favor motion carried.

Town Attorney Ed Kucynzski informed the Council that the State Highway Administration Salt Utilization agreement between SHA & the Town has been reviewed and it appears to be acceptable with participation in the State program. Mr. Kucynzski recommended that this agreement should be approved by a resolution at a regular and/or special meeting of the Mayor and Council for the Town of Williamsport.

Town Attorney Ed Kucynzski informed the Council that he and members of the Town's Zoning Board will be reviewing the county's ordinances, particular the town's demolition ordinance.

Town Attorney Ed Kucynzski explained the purpose of the hearing is to hear testimony in reference to a proposed amendment and/or change to the zoning map and/or ordinance for the Town of Williamsport Maryland. An application has been made by Spirit Services Inc. of Washington County for a map amendment. The request is to change the zoning designation of all that property designed as parcel 621 and commonly known as 15801 Lockwood Road Williamsport Maryland. The present zoning is suburban residential (SR). The requested change is for same to be designated as employment center (EC).

Mr. Kucynzski explained that he received a correspondence from Mr. Jason Divelbliss, attorney representing Spirit Services. Mr. Divelbliss requested on behalf of Spirit Services Inc. of Washington County to defer by one to two weeks any further deliberation on the rezoning matter by the Williamsport Town Council. Town Attorney Ed Kucynzski informed the Mayor and Council that this was a reasonable request and the Council should defer any action on this matter until next month's meeting. The Mayor and Council were all in agreement with Mr. Kucynski's recommendation.

Sheriff's Report

Mayor James McCleaf gave the October 2012 Sheriff's report.

Council report

Mayor James McCleaf gave pool report

The pool committee has scheduled a meeting for Wednesday November 28, 2012 at 7:00 P.M. to discuss preparations for the upcoming 2013 pool season.

Councilman James Kalbfleisch reported

- The Town just received the first shipment of Itrom Electric Meters, preparations are being ready for the installation of these meters.
- A average of 50 to 60 residential meters will be installed each month.
- The town's computer system is also being prepared for the new radio read meters.

Councilwoman Joan Knode reported that the last wedding was held at the Springfield Farm Barn on Saturday, November 10, 2012. She also reported she attended the small museum meetings, making arrangements for this year's Charlie Brown Christmas and that the Williamsport Community Band will hold it annual Christmas concert at St James Brethren Church.

Asst. Mayor Tony Drury reported that the Council met with Mike Nestor at the Town's workshop meeting and Mike updated everyone on how the sewer pump station project should be complete by next month.

Councilman Bill Green reported that the Town's Halloween Trick or Treat night went great with no problems and tonight he would like to make an appointment for new Town parking meter attendant Mike Hessong and Pot Hole Pros were in town recently to fix more pot holes and that went well.

Councilwoman Maya Haines reported that the Town employees have begun to decorate for Christmas in the Park and Charlie Brown Christmas in the Springfield Farm Barn. She also raised concerns over street name for South Vermont and request the Council to check with the postal, sheriff's department as her mailing address is South Vermont but the street is signed Main and Canal Street. According to the documentation for the town zoning maps it shows these street names are Main and Canal Street but her mailing is South Vermont. Mayor McCleaf asked Councilman Bill Green and Town Clerk Donnie Stotelmyer to see if they can come up with a resolution at an upcoming Council meeting.

Mayor's Report

Mayor James McCleaf advised Michelle Mills and Eva Webb of Draper McGinley Auditing Firm Frederick Maryland who were present at monthly workshop meeting to present the single audit requirements for the Town of Williamsport's federal funding received for the pump station project. Ms. Mills informed the Mayor and Council that there were no deficiencies or recommendations.

Mayor James McCleaf informed the Council the he attended a Charter meeting of the Springfield LEO Club which stands for Leadership, Experience, Opportunity. This club is the junior club of the Lions Club Organization. Mayor McCleaf asked the Council if they would be willing to donate \$100 towards

the chartering of this club. Asst. Mayor Tony Drury made a motion to donate \$100 to the Springfield LEO Club seconded by Councilman Bill Green with all voting in favor motion carried.

Mayor McCleaf also reported that he didn't feel it was necessary to close the downtown streets for car shows on a monthly basis. He stated that he has had discussions with Desert Rose restaurant and they are willing to host an open mic the first Friday of each month. The Council was all in agreement with the Mayor recommendation.

Mayor James McCleaf informed the Council that the Town needs to replace the Town's backhoe. It wore out and dire need of repair. Town Attorney Ed Kucynzski that the purchase of the backhoe would need to be advertised and put out for bids. Councilman Jim Kalbfleisch made a motion to put a package together for the purchase of a backhoe seconded Councilwoman Joan Knode with all voting in favor motion carried.

Unfinished Business

Mayor James McCleaf explained to the Council that bid's for snow removal and mowing for the Town of Williamsport for fiscal year 2013 were presented to the Council and opened. The following bids were received, Advantage Landscape

Councilman Bill Green made a motion to award the snow and mowing bid for fiscal year 2013 for the Town of Williamsport to Advantage Landscape seconded by Asst Mayor Tony Drury with all voting in favor motion carried.

Mayor James McCleaf reviewed with the Council the Town of Williamsport employee holiday schedule for 2013

NEW YEAR 2012	1/1/2013	TUESDAY
PRESIDENTS DAY	2/18/2013	MONDAY
TOWN ELECTION	3/4/2013	MONDAY
GOOD FRIDAY	3/29/2013	FRIDAY
MEMORIAL DAY	5/27/2013	MONDAY
INDEPENDENCE DAY	7/4/2013	THURSDAY
LABOR DAY	9/2/2013	MONDAY
VETERANS DAY	11/11/2013	MONDAY
THANKSGIVING DAY	11/28/2013 & 11/29/2013	THURSDAY & FRIDAY
CHRISTMAS	1/2 DAY 12/24/2013	TUESDAY
" "	12/25/2013 & 12/26/2013	WEDNESDAY & THURSDAY
NEW YEAR 2013	1/1/2014	WEDNESDAY

Councilwoman Joan Knode made a motion to accept the 2013 employee holiday schedule for the Town of Williamsport as presented seconded by Councilman Bill Green with all voting in favor motion carried.

New Business

Mayor James McCleaf explained that new employee Michael Hessong would need to be approved as parking meter attendant for the Town of Williamsport. Councilman Bill Green made a motion to appoint Michael Hessong as parking meter attendant for the Town of Williamsport seconded by Councilwoman Joan Knode with all voting in favor motion.

Mayor James McCleaf informed the Council that the Town of Williamsport was awarded a Recreational Trails Program (RTP) from the Maryland State Highway Administration in the amount of \$5512. This award amount is specifically for the purchase of 30 U-shaped bike racks that attach to parking meters, 2 traditional galvanized bike racks and 8 recycled plastic benches. Councilwoman Joan Knode made a motion to accept the grant award from the Recreational Trails Program from the State Highway Administration in the amount of \$5512 seconded by Asst. Mayor Tony Drury with all voting in favor motion carried.

Town employee Dave Danfelt submitted a written report as follows;

In the year 2011 - 2012 in order to save the town money, I have rebuilt 10 street units which have had burned out transformers at the cost of a ballast kit which is \$85.40 vs replacing the entire light at a cost of close to \$600 each. I also called suppliers and obtained prices on electrical supplies including lamps for the street and traffic lights. We are purchasing our supplies from City Electric Supply aka CES. They have been giving us great prices as well a great service. Respectfully submitted by Dave Danfelt

Mayor James McCleaf informed the Council that Ride Allegheny is a group that provides assistance to soldiers and their families recovering at military medical centers. Their bike ride covers 300 miles over 4 days from Pittsburg PA to Gaithersburg, MD along the great Allegheny Passage Trail and the C & O Canal tow path. Every year the ride comes through the Town of Williamsport on the 3rd day. As they departed the C & O Canal tow path and road up to the Ramada Plaza Hotel in Hagerstown, unfortunately, one of their riders, Mr. Rick Unger, suffered a fatal heart attack on Potomac Street. The Ride Allegheny group is seeking permission to create a permanent memorial to Rick Unger in Williamsport. They are requesting that a marker be placed in the sidewalk. Mayor McCleaf suggested instead of placing markers in the sidewalk would the group consider planting a tree in the park with a plaque. Mayor McCleaf asked Town Clerk Donnie Stotemyer to follow up with Ride Allegheny group to see if they would be willing to plant a tree with a marker.

Citizen Participation

Town resident Chris Grimes addressed the Mayor and Council concerning a public information request she had submitted to Town Hall. Ms. Grimes stated that when she had received her public information request she also received duplicate copies in her packet. She also stated that some of the information that was provided by the Town she has access to at the monthly Council meetings. Mayor McCleaf informed Ms. Grimes that the Town only provided what information

she had requested in her public information request. Mayor McCleaf informed Town Clerk Donnie Stotemyer to meet with Ms. Grimes and refund her for the duplicate copies.

Town resident Ken Lafferty addressed the Mayor and Council concerning Halloween in the town. He questioned the Mayor and Council if any control measures could be placed on the number of dogs the residents bring out during trick or treat night. Councilwoman Maya Haines informed Mr. Lafferty about the "yellow ribbon dog program" which alerts residents that if the dog is wearing a yellow ribbon it doesn't interact with people or other dogs very well. The Council was all in agreement to permit Councilwoman Haines to schedule a "yellow dog" project.

Town resident Ken Lafferty informed the Mayor and Council that the Williamsport Post Office is becoming a drive through drop off early in the morning. They has to be something done to address the U turns at the Post Office. This is becoming a serious problem and nobody pays attention to the "no u-turns" signs posted. Councilwoman Joan Knode made a motion to remove the posted u turn signs at the Williamsport Post Office, seconded by Asst Mayor Tony Drury with all voting in favor motion carried.

Town resident Carolyn Spinney questioned the Mayor and Council concerning if the Council had any long range plans to overlay alley ways in town. She stated that there are currently several alley ways that are in need of repair. Mayor McCleaf informed Ms. Spinney that 10 alley ways were recently overlayed and as funding becomes available the town will consider those projects.

Town resident Mr. Kirby informed the Mayor and Council that there is still a problem with kids in Byron Memorial Park when they get out from school between 3 pm and 4:00 pm. Mr. Kirby also stated that the kids stand in the roadways and refuse to move. Mayor McCleaf informed Mr. Kirby that if there is a problem with the kids he needs to contact the police immediately. Mayor McCleaf also informed Town Clerk Donnie Stotemyer to follow up with Washington County resident deputy Carl Witmer to address Mr. Kirby's concerns.

A motion was made by Councilman Jim Kalbfleisch made a motion to adjourn, seconded by Councilwoman Joan Knode with all voting in favor motion carried.

Respectfully submitted,

James G. McCleaf II
Mayor
Town of Williamsport